

CSC Adopted: **October 2001** , CSC Revised: \_\_\_\_\_**Class Title: Chief Operating Engineer - HVAC****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides leadership, direction, and overall task planning for operational and maintenance concerns. Evaluates equipment condition, determines operating ranges and schedules, evaluates contractual effectiveness of vendors, defines repair and maintenance schedules around operational commitments and recommends when capital improvements are required. Maintains twenty four hour responsibility for mechanical operations. Provides supervisory input on scope, specifications, equipment selection, and operational procedures for both new projects and repair projects. Reviews technical documents for accuracy, writes specifications for purchase, and assists with budget through submission of required and recommended parts and equipment costs and estimates.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages operations by establishing policy and procedures, verifying plant energy savings, overseeing contract personnel, receiving and redirecting service calls, supervising operating engineers, coordinating maintenance and repair operations, providing work direction, reviewing maintenance procedures, prioritizing work schedules, disseminating information, administering the budget, evaluating subordinate work performance, preparing reports and records, initiating computer and physical tests and checks for compliance.
2	L	Ensures security and janitorial services by verifying performance, identifying concerns, recommending solutions, establishing budgets, and recommending equipment solutions.
3	L	Provides technical, approval and construction oversight for projects by establishing repair and replacement plans, creating specifications for bid documents, obtaining cost estimates, evaluating work for compliance with specifications, evaluating contract vendor performance, and meeting with various personnel, consultants, and other parties to review projects from development to execution.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Three years experience in HVAC and Building System Management.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read blueprints, specifications, technical manuals, instructions, and contracts.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, algebra, geometry, trigonometry and calculus.
Writing	Work requires the ability to write technical documents and correspondence.
Managerial	Managerial responsibilities include making recommendations on awarding contracts, defining objectives for personnel, conceptually developing repair projects, and coordinating evaluating, and accepting repair projects.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Copier, fax machine, filing, inspecting equipment, supervision, observations
Sitting	C	Computer, desk work, answering telephone, meetings
Walking	F	Inspecting facilities
Lifting	F	Equipment and supplies
Carrying	O	Equipment and supplies
Pushing/Pulling	O	Tool carts
Reaching	O	For supplies
Handling	O	Paperwork
Fine Dexterity	F	Computer keyboard, connecting wires, writing, calculator, use of meters
Kneeling	R	Inspecting equipment
Crouching	R	Inspecting equipment
Crawling	R	Inspecting equipment
Bending	O	Inspecting equipment
Twisting	R	Inspecting equipment
Climbing	O	Ladders
Balancing	O	On ladders
Vision	C	Computer, desk work, reading, writing, inspections, observations, supervision, use of meters and other tools
Hearing	C	Telephone, co-workers, supervisor, staff, meetings
Talking	C	Telephone, co-workers, supervisor, staff, meetings
Foot Controls	N	
Other (specify)	N	

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Diagnostic tools, flow meters, temp probes, multimeter, electric drill, electric saw, wrenches, hand tools, computer, fax machine, printer, scanner, Palm III, MS Office 2000, Outlook, Word, Energy Management Software, Elevator Control Software, Word Processing Software, Access Control Software, software for graphical interfaces

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	M
Chemical Hazards	M	Extreme Temperatures	M
Electrical Hazards	M	Noise and Vibration	M
Fire Hazards	N	Fumes and Odors	M
Explosives	N	Wetness/Humidity	M
Communicable Diseases	M	Darkness or Poor Lighting	M
Physical Danger or Abuse	M		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Eye protection, SCBA

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)